



Department of
Workforce Services

Salt Lake Job-Readiness December Workshops

These workshops are offered to YOU at **NO COST!**
Refer to calendar below for date, time, and office location:

- **Metro:** 720 S. 200 E.
- **S. County:** 5735 S. Redwood Rd.
- **West Valley:** 2750 S. 5600 W.

Workshops start on time so please arrive 15 minutes early
(Latecomers will need to reschedule)



December Dates

Budgeting

1st 1 – 4 p.m. Metro
15th 9 a.m. – noon S.County

Skills ID

5th 1 – 4 p.m. S.County
12th 1 – 4 p.m. Metro

Resume Writing

1st 1 – 4 p.m. W. Valley
6th 9 a.m. – noon S.County
8th 1 – 4 p.m. Metro
13th 1 – 4 p.m. S.County
15th 1 – 4 p.m. Metro

Resume Lab *(pre-requisite)

2nd 9 a.m. – noon Metro
16th 9 a.m. – noon S.County

Interviewing

1st 9 a.m. – noon W. Valley
6th 1 – 4 p.m. S.County
8th 9 a.m. – noon Metro
13th 9 a.m. – noon S.County
15th 9 a.m. – noon Metro

Job Searching With Technology

5th 9 a.m. – noon S.County
12th 9 a.m. – noon Metro

Networking

14th 1 – 4 p.m. S.County

Personal Branding For/Success

14th 9 a.m. – noon S.County

Purpose: To provide quality workshops, presented by trained professionals, which provide up-to-date job seeking techniques that will prepare you to compete in a competitive job market.

Budgeting & Rebuilding Your Finances:

*Presented by: **Mtn America Credit Union**. Learn basic budgeting and how to get your finances back on track. Topics include: budgeting, repaying debt, building credit and saving.*

Skills Identification: (* *Prerequisite: a jobs.utah.gov registration*)

Use online assessment tools to discover your transferrable skills & interests that can be used in all aspects of career management

Resume Writing: Learn modern methods of developing an effective resume that will get you the interview! (1-hr lab following workshop - optional)

➤ **Resume Lab (3/hr):** **Prerequisite – must have taken Resume Writing workshop. (1st come/ 1st serve basis -(refer to dates).*

Interviewing Skills: Strategize ways to gain an EDGE in the interview process. Learn strategies to confidently complete an interview. (1-hr Mock Interview lab following workshop - optional)

Job Searching With Technology: (Prerequisite: Computer skills AND an active jobs.utah.gov registration). Learn advanced job search techniques. Find the best commercial job sites, publish resumes online, and research companies.

Networking Strategies: Tap into your “circle of influence.” Learn how to design/implement a networking plan.

Personal Branding For Professional Success: Learn how to market effectively to employers through image management. Complete career-fit assessments, develop marketing messages and understand the benefits of role models.

Register TODAY!

Call: 1-801-468-0132 or
Email: workshop@utah.gov or
Register online: jobs.utah.gov

Please provide:
your name, phone #,
workshop title and date